

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN**

NHDOT Complete Streets Advisory Committee (CSAC) Meeting

DATE: October 27, 2021, 1:00 PM

LOCATION: Online via Teams

ATTENDED BY: A. Belenz, J. Bighinatti, T. Blagden, S. Bogle, S. Gunn, K. Lamb, C. Lentz, M. Marshall, K. Mullen, N. Sanders, D. Topham, C. Tufts, S. Verdile, A. Zatecka, T. Zamoyski, G. Bakos
All participants attended online

SUBJECT: Complete Streets Advisory Committee (CSAC) Meeting

CSAC MEETING NOTES:

1. Approve previous meeting notes. The three previous CSAC meeting (May 26, 2021, June 23, 2021, and September 22, 2021) notes need to be approved. Meeting notes were emailed and available to view online: [Advisory Committee | NH Bike/Ped | NH Department of Transportation](#)
 - a. Motion: All approve, no dissents
 - b. T. Blagden - correction to September meeting minutes Item 7b, Tim did not attend Uconn meeting, D. Topham attended this meeting.
2. Update on Ped-Bike Plan
 - a. Progress to report on contract extension – Currently working with Alta on scope
 - i. NHDOT staff briefly overviewed the process:
 1. NHDOT and Alta are currently developing the scope of work to complete the Plan based on the comments received this summer.
 2. NHDOT and Alta will independently work on the budget for the scoped work
 3. NHDOT will then prepare a contract extension
 4. Governor's council will need to approve the contract extension
 - ii. M. Marshall suggested that NHDOT should ask Bill Watson (Planning and Community Assistance) about utilizing SPR funds as the contract has expired.
 - iii. T. Blagden asked if the Plan was originally funded by SPR funding (federal funds, not state funds). NHDOT confirmed that it was SPR funds.
 - iv. D. Topham noted that the Rail Trail Plan used State funds (SB 185).
 - b. Progress from our subcommittee – Ped-Bike Plan Comment review
 - i. 6 members on subcommittee
 - ii. S. Verdile gave summary of work
 1. Working on consolidating and reorganizing comments by topic and chapter.
 - iii. S. Gunn noted that the subcommittee could also be working on the SMART goals.
3. Bike-Ped Counting
 - a. Regional Collaboration and possible EDA grant for trail counting.
 - i. NHRTC approved Yukon Cooperative Extension – AARPA funding to establish permanent counters on rail trails in the 6 New England States
 1. Needs an economic development district sponsor in each state
 2. All six New England states
 3. RADC NH sponsor in Rockingham County
 4. Can sponsor other traffic counting stations on other trails in other areas of the state
 5. UNH Cooperative may not take role as state sponsor

6. No discussion on exact equipment
 7. No clear idea on how many counters per state
 8. There may be an interest in obtaining StreetLight data
 - b. Other
 - i. Still an interest in obtaining StreetLight data both for NHDOT and the RPCs. NHDOT is looking into StreetLight costs and service.
4. Housekeeping
 - a. Terms
 - i. Address expirations
 1. DOT staff to follow-up with Commissioner Sheehan to extend terms for expired members (or soon to be expired members) for one term
 - a. Extend for reason of COVID-19
 2. Recommend to NOT change by-laws
 3. DOT staff to let Commissioner Sheehan know that FHWA is participating in the CSAC meetings, but is not requesting to be a voting member
 4. There was a motion to address the points (1-3) noted above.
 - a. All voting CSAC members approved this motion; no dissents
 - b. Vacancies – Continue discussions of new possible members
5. Next meeting on December 8, 2021 at 1 PM.

Submitted by:

Nick Sanders, P.E.

NHDOT Active Transportation Engineer